



**Regional Wireless Cooperative**  
**Board of Directors**  
**Agenda**  
**November 16, 2017**  
**10:00 a.m. – 11:30 a.m.**

	<b>ITEM</b>	<b>PRESENTER</b>
1)	<b>Call to Order, Roll Call, Opening Comments</b>	Chair Imig Peoria
2)	<b>Call to the Public</b> A member of the public may request to address the Board by submitting a blue card that is available at the entry of the room. Speakers will be considered at the sole discretion of the Board Chairman, and will be allotted no more than three (3) minutes to speak.	Chair Imig Peoria
3)	<b>Approval of RWC Board Meeting Minutes from September 28, 2017 Meeting</b> <b>This item is for information, discussion, and action.</b>	Chair Imig Peoria  Est. 2 min.
4)	<b>Board Meeting Schedule Change</b> The purpose of this item is to change the RWC Board Meeting schedule from six (6) meetings a year to four (4) meetings a year. <b>This item is for information, discussion, and action.</b>	Mr. David Felix – RWC Executive Director  Est. 5 min
5)	<b>RWC Annual Audit for Fiscal Year 2016/17</b> The purpose of this item is to provide an update to the Board on the RWC’s Annual Audit. <b>This item is for information and discussion.</b>	Mr. David Felix – RWC Executive Director  Almira Santos – RWC Accountant III  Est. 15 min.



Regional Wireless Cooperative

Board of Directors

Agenda

November 16, 2017

10:00 a.m. – 11:30 a.m.

6)	<p><b>Financial Update for Fiscal Year 2017/18</b> The purpose of this item is to present Fiscal Year 2017/18 financial updates to the board. <b>This item is for information, discussion, and action.</b></p>	<p>Almira Santos – RWC Accountant III</p> <p>Est. 5 min.</p>
7)	<p><b>RWC 2018/19 Budget Overview and Five Year Plan</b> The purpose of this item is to present the proposed 2018/19 RWC Budget and Five Year Plan to the Board. <b>This item is for information, discussion, and action.</b></p>	<p>Almira Santos – RWC Accountant III</p> <p>Est. 5 min.</p>
8)	<p><b>Communications Systems Strategic Alliance IGA</b> The purpose of this item is to vote on the Communications Systems Strategic Alliance IGA. <b>This item is for information, discussion, and possible action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min</p>
9)	<p><b>RWC Draft Governance Document Update</b> The purpose of this item is to update the Board on the final draft of the RWC Governance document and to prepare for a vote to move forward with this draft. <b>This item is for information, discussion, and possible action.</b></p>	<p>Mr. David Felix – RWC Executive Director</p> <p>Est. 10 min.</p>



Regional Wireless Cooperative

Board of Directors

Agenda

November 16, 2017

10:00 a.m. – 11:30 a.m.

<p>10)</p>	<p><b>Executive Director’s Report</b></p> <ul style="list-style-type: none"> <li>A. Phoenix Fire VHF System Management</li> <li>B. Talk-Group Updates:             <ul style="list-style-type: none"> <li>i. Mesa PD / TRWC</li> <li>ii. DPS GIITEM</li> <li>iii. MCSO NASCAR</li> </ul> </li> <li>C. Paradise Valley Site Ribbon-Cutting</li> </ul> <p>The purpose of this item is to update the Board.  <b>This item is for information and discussion.</b></p>	<p>Mr. David Felix – RWC          Executive Director</p> <p>Est. 10 min.</p>
<p>11)</p>	<p><b>Announcements, Public Comment, Future Agenda Items</b></p> <p>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.</p> <p>Please note that the 2018 RWC Board of Director’s meeting schedule is to be determined pending action from the Board on agenda item #4.  <b>This item is for information only.</b></p>	<p>Chair Imig          Peoria</p>
<p>12)</p>	<p><b>Adjourn</b></p>	<p>Chair Imig          Peoria</p>



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	<b>BOARD MEETING SCHEDULE CHANGE</b>		

### BACKGROUND

RWC Governance calls for a Board of Directors (Board) meeting every month. In December 2010, the Board took action to reduce that requirement to bi-monthly meetings and to allow the Board Chair discretion to cancel meetings when there are an insufficient number of topics requiring Board attention to justify a meeting or when topics can wait to be addressed at later meetings.

### ISSUE

There are currently six (6) Board meetings scheduled every year, in January, March, May, July, September, and November. For the past six (6) years, the meeting in July has been cancelled. For the past four (4) years, at least one additional meeting has been cancelled, leaving four (4) Board meetings per year.

### RECOMMENDATION

The RWC Executive Committee and RWC Executive Director recommend that for 2018 and beyond, the Board schedules four (4) meetings per year on a quarterly basis in February, May, August, and November.

This schedule retains the November meeting, which is when RWC Governance requires certain financial information be presented, and sets the remaining meetings at three (3) month intervals. Meetings will continue to be held on the fourth (4<sup>th</sup>) Thursday of the month at 10:00 a.m., except for November when the meeting will be held on the third (3<sup>rd</sup>) Thursday to avoid a conflict with the Thanksgiving Holiday. Should a need arise the Board can schedule additional meetings at will, subject to appropriate announcements per Open Meeting Law requirements.

A draft schedule for 2018 showing RWC meetings based on this proposal is included with this report.

This agenda item is for information, discussion and action.



## 2018 MEETING CALENDAR

Board of Directors	Executive Committee	Operations Working Group	Policy Working Group	Motorola Score Card
10:00am-11:30am	10:30am-12:00pm	9:00am-11:00am	1:00pm-3:00pm	1:30pm-3:00pm

(Location information for all meetings on page 2)

January							February							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

  

April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5														
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

  

July							August							September						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5														
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

  

October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

- |        |  |        |                         |        |                          |
|--------|--|--------|-------------------------|--------|--------------------------|
| Jan 1  | New Year's Day                                   | May 28 | Memorial Day            | Nov 12 | Veterans' Day (observed) |
| Jan 15 | Martin Luther King, Jr. Day                      | July 4 | Independence Day        | Nov 22 | Thanksgiving Day         |
| Feb 19 | Presidents' Day                                  | Sep 3  | Labor Day               | Dec 25 | Christmas Day            |
| Mar 30 | Cesar Chavez Day (observed)<br>(City of Phoenix) | Oct 8  | Indigenous People's Day |        |                          |



## 2018 MEETING SCHEDULE AND LOCATION INFORMATION

Board of Directors	Executive Committee	Operations Working Group	Policy Working Group	Motorola Score Card
10:00 am - 11:30 am	10:30 am - 12:00 pm	9:00 am - 11:00 am	1:00 pm - 3:00 pm	1:30 pm - 3:00 pm
Thu Feb 22 Thu May 24 Thu Aug 23 Thu Nov 15	Thu Jan 11 Thu Feb 8 Thu Mar 15 Thu Apr 12 Thu May 10 Thu Jun 14 Thu Jul 12 Thu Aug 9 Thu Sep 13 Thu Oct 11 Thu Nov 1 Thu Dec 13	Wed Jan 10 Wed Feb 7 Wed Mar 14 Wed Apr 11 Wed May 9 Wed Jun 13 Wed Jul 11 Wed Aug 8 Wed Sep 12 Wed Oct 10 Wed Oct 31 Wed Dec 12	Tue Jan 2 Tue Jan 30 Tue Mar 6 Tue Apr 3 Tue May 1 Tue Jun 5 Tue Jul 3 Tue Jul 31 Tue Sep 4 Tue Oct 2 Tue Oct 23 Tue Dec 4	Score Card Reset Thu Jan 18 1:30 pm - 3:30 p.m.  Q1 - Thu Mar 1 Q2 - Thu Jun 7 Q3 - Thu Sep 6 Q4 - Thu Dec 6
Maricopa Association of Governments 2nd Floor 302 N 1st Ave Phoenix AZ 85003	Phoenix City Hall 12th Floor 200 W Washington St Phoenix AZ 85003	Phoenix City Hall 12th Floor 200 W Washington St Phoenix AZ 85003	Phoenix Fire Admin IT Section 150 S 12th St Phoenix AZ 85034	Phoenix City Hall 12th Floor 200 W Washington St Phoenix AZ 85003
Conference Bridge: 602-744-5840 Access Code: 88636	Conference Bridge: 877-873-8017 Access Code: 9157829	Conference Bridge: 877-873-8017 Access Code: 9157829	Conference Bridge: 877-873-8017 Access Code: 9157829	Conference Bridge: 877-873-8017 Access Code: 9157829



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	<b>RWC ANNUAL AUDIT FOR FISCAL YEAR 2016/17</b>		

### BACKGROUND

The RWC governance requires an annual independent audit of RWC financial records. The RWC Executive Director and Accountant III will provide an update on the audit process being conducted by CliftonLarsonAllen, LLP (CLA).

### THE ISSUE

The annual RWC financial audit work is being conducted by the firm of CliftonLarsonAllen, LLP (CLA). On September 20, 2017, RWC staff attended the audit kickoff meeting with representatives of CLA to discuss the process, timeline, and significant audit areas. The standard focus of the audit will be on pooled cash and investments, revenue, and expenditures.

This year, the City of Phoenix Financial Accounting and Reporting Division (FAR), under the Finance Department, is taking the lead in updating the Comprehensive Annual Financial Report (CAFR) and working with CLA's audit team during their field work. The RWC Accountant III continues to provide staff support as needed.

On November 1, 2017, the current RWC Audit Committee, consisting of Brenda Buren, Rick St. John, and Kevin Artz, met with CLA, RWC staff, and the City of Phoenix to be briefed on the process. CLA will formally brief the Board of Directors on its findings at the February 2018 Board meeting.

This issue is for information and discussion.



**BOARD OF DIRECTORS REPORT**

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	Almira Santos, RWC Accountant III		Item 6
SUBJECT:	<b>FINANCIAL UPDATE FOR FISCAL YEAR 2016/17</b>		

BACKGROUND

The purpose of this report is to present Fiscal Year 2016/17 financial updates to the Board.

THE ISSUE

The RWC governing documents state that year-end expenditure reporting should be provided to the RWC Board. This report is a summary of total revenues and expenses for fiscal 2016/17. Total revenues collected for the fiscal year ended June 30, 2017 were \$7,052,104.87 and total actual operations and maintenance (O&M) expenditures were \$6,586,818.34. Total revenues exceeded total expenses for Members by \$500,035.77.

The main variances from budget to actuals occurred in the following areas contributing revenues to exceed expenses:

- Motorola services contract renegotiated
- Unutilized Contingency Expense allotment

The settlement credits for each Member is presented on the next page.



## Proposed Regional Wireless Cooperative Settlement Credits

Member	2016/17 Settlement
Avondale	\$ (11,294.30)
Buckeye	(9,297.91)
Chandler	(27,100.62)
Daisy Mountain	(631.44)
El Mirage	(2,892.85)
Glendale	(34,617.74)
Goodyear	(10,873.10)
Guadalupe	(271.42)
Maricopa	(5,122.76)
MCCCD	(6,611.87)
North County Fire & Medical	(1,167.07)
Peoria	(25,888.03)
Phoenix	(262,410.51)
Scottsdale	(43,495.37)
Sun City FD	(1,369.46)
Sun Lakes	(1,023.07)
Surprise	(13,289.47)
Tempe	(41,025.22)
Tolleson	(1,653.56)
	<b>\$ (500,035.77)</b>

### RECOMMENDATION

The RWC Executive Committee recommends Board approval to apply each Member's fiscal year 2016/17 settlement towards their next quarter billing for FY2017/18.



## BOARD OF DIRECTORS REPORT

<b>TO:</b>	Regional Wireless Cooperative (RWC) Board Members	<b>Agenda Date:</b>	November 16, 2017
<b>FROM:</b>	Almira Santos, RWC Accountant III	Item 7	
<b>SUBJECT:</b>	<b>RWC 2018/19 BUDGET OVERVIEW AND FIVE YEAR PLAN</b>		

### BACKGROUND

The purpose of this report is to present the proposed 2018/19 RWC Budget and Five Year Plan to the Board. The Executive Committee's input and recommendations have been incorporated into the budget proposal.

### THE ISSUE

The RWC Budget is made up of the following categories:

- Motorola Contracts
  - Service Agreement and System Upgrade Agreement (SUA II), Narrow Banding, Lifecycle Upgrades, and TDMA
- Phoenix Information Technology and Services (ITS)
  - Wireless Services, Microwave, Network Services, and Share Sites.
- RWC Staffing
  - The cost of five staff positions
- Other budget items
  - Including maintenance cost for City of Scottsdale, site leases, auditing services, electricity, and telecommunications.

For planning purposes, a summary of the RWC's estimated five year budget is shown below.

RWC ANNUAL BUDGET	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
Subscriber Rate	\$ 31.41	\$ 30.94	\$ 31.81	\$ 32.50	\$ 33.21
Estimated Subscriber Count	18,567	18,567	18,567	18,567	18,567
O&M, Staffing	\$ 6,998,108.69	\$ 6,892,588.17	\$ 7,087,861.86	\$ 7,240,965.56	\$ 7,398,451.33
Required Minimum Balance	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
System Upgrade Agreement	\$ 2,542,546.14	\$ 2,561,956.78	\$ 2,581,949.27	\$ 2,602,540.77	\$ 2,623,751.56
TDMA Phases B-D	\$ 3,907,848.00	\$ 3,201,941.00	\$ 1,322,951.00	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 13,452,502.83</b>	<b>\$ 12,656,485.95</b>	<b>\$ 10,992,762.13</b>	<b>\$ 9,843,506.33</b>	<b>\$ 10,022,202.89</b>

The 5-year plan budget allocation for each Member is presented below.

Member	FY 2018/19 TOTAL	FY 2019/20 TOTAL	FY 2020/21 TOTAL	FY 2021/22 TOTAL	FY 2022/23 TOTAL
<i>Arizona Fire &amp; Medical Authority</i>	\$ 59,634	\$ 56,077	\$ 48,570	\$ 43,382	\$ 44,170
Avondale	269,615	255,408	226,955	207,388	211,153
Buckeye	236,581	222,709	193,619	173,528	176,679
Chandler	729,019	685,329	592,922	529,050	538,654
Daisy Mountain	17,379	16,439	14,536	13,226	13,466
El Mirage	78,689	74,067	64,367	57,666	58,713
Glendale	935,222	879,275	761,028	679,300	691,632
Goodyear	301,698	284,071	247,161	221,672	225,696
Guadalupe	7,299	6,860	5,932	5,291	5,387
Maricopa	150,570	142,467	126,082	114,804	116,888
Maricopa County Community College District	171,741	161,397	139,479	124,327	126,584
Paradise Valley	51,173	45,279	39,152	34,917	35,551
Peoria	688,881	650,769	572,757	518,998	528,420
Phoenix	7,094,029	6,673,464	5,787,703	5,175,697	5,269,656
Rural Metro	64,609	64,026	65,484	66,660	67,870
Scottsdale	1,114,742	1,046,518	901,064	800,453	814,984
Sun City Fire	41,188	39,028	34,711	31,743	32,319
Surprise	356,015	337,376	300,161	274,577	279,562
Tempe	1,013,915	948,241	805,321	706,282	719,104
Tolleson Fire & PD	69,506	67,686	65,757	64,544	65,716
<b>Total</b>	<b>\$ 13,451,502</b>	<b>\$ 12,656,486</b>	<b>\$ 10,992,762</b>	<b>\$ 9,843,506</b>	<b>\$ 10,022,203</b>

RECOMMENDATION

The RWC Executive Committee recommends Board approval of the proposed 2018/2019 Budget.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	David Felix, RWC Executive Director		Item 8
SUBJECT:	<b>COMMUNICATIONS SYSTEMS STRATEGIC ALLIANCE IGA</b>		

### BACKGROUND

Since the formation of the Regional Wireless Cooperative (RWC) and Topaz Regional Wireless Cooperative (TRWC), the RWC and TRWC have continuously worked to develop formal and informal structures to ensure the radio cooperatives' activities are coordinated and compatible. More recently these efforts were led by the joint RWC/TRWC Governance Working Group (GWG) and have extended to other regional systems operating in the State of Arizona.

The Joint GWG has finalized an intergovernmental agreement (IGA) to codify many of the activities necessary to ensure participating regional systems deliver the best service possible to their service regions.

On September 29, 2017, RWC staff provided a copy of the draft document to all RWC Member Board Representatives and Communications Systems Strategic Alliance (CSSA) members for review. The recommended changes and edits were compiled by RWC staff with input from City of Phoenix Attorney David Francis and TRWC Legal Representative William Anger. The document was again reviewed during the last CSSA meeting held on October 17, 2017. At that time the CSSA completed its final draft for submission to the RWC Board of Directors.

### THE ISSUE

RWC staff finalized a Master IGA titled "Communications Systems Strategic Alliance." The IGA language establishes authority for the RWC and TRWC to undertake a wide variety of mutually beneficial programs, projects or activities to support cooperation and improve operational efficiencies between and these regional systems. The IGA defines these activities as "task orders." All task orders, funding, and action will require the RWC and TRWC Boards of Directors approval prior to implementation.

### RECOMMENDATION

The RWC Board of Directors is required to approve the draft IGA before the City of Phoenix can formally approve it on behalf of the RWC. The RWC Executive Committee recommends Board approval of the draft IGA and requests the City of Phoenix, as the

RWC's Administrative Managing Member, to enter into the Communications System Strategic Alliance IGA with the City of Mesa and TRWC.

This agenda item is for information, discussion, and possible action.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	David Felix, RWC Executive Director		Item 9
SUBJECT:	<b>RWC Draft Governance Document Update</b>		

### BACKGROUND

The purpose of this report is to update the Board on the status of the final draft of the RWC Governance document and next steps. The RWC Governance Working Group (GWG) developed an updated and improved draft RWC Governance "Attachment A" to the RWC Intergovernmental Agreement (IGA). The RWC Board of Directors has frequently received updates on this activity.

On September 29, 2017, RWC staff provided a copy of the draft Governance to all RWC Member Board Representatives for review. Recommended changes and edits were then compiled by RWC staff with support of City of Phoenix Attorney David Francis. The draft document was again reviewed during the most recent RWC GWG meeting held on October 20, 2017. At that time the GWG completed its final draft for submission to the RWC Board of Directors. Other minor changes have since been added.

### DISCUSSION

The immediate goal of the GWG is to have the new Governance document approved at today's RWC Board of Directors meeting. The long-term goal is to have the Governance document, Attachment A, signed by all RWC Member entities by June 30, 2018.

Mr. Francis stated that the changes to the RWC Attachment A Governance document do not warrant a new IGA; rather, he recommends an amendment to the current IGA which will specify the replacement of the existing Attachment A with the new Attachment A. He has reviewed the current IGA and does not see a need to modify it at this point.

### RECOMMENDATION

The RWC Executive Committee recommends the RWC Board of Directors approve the draft "Attachment A Governance" and direct all RWC Members to seek approval of an amendment to the RWC IGA to incorporate the new Governance.

This agenda item is for information, discussion, and possible action.



## BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 16, 2017
FROM:	David Felix, RWC Executive Director		Item 10
SUBJECT:	<b>EXECUTIVE DIRECTOR'S REPORT</b>		

### BACKGROUND

The Executive Director will provide updates to the Board of Directors regarding the following issues:

- A. Phoenix Fire VHF System Management
- B. Talk-Group Updates:
  - i. Mesa PD/TRWC
  - ii. DPS GIITEM
  - iii. MCSO NASCAR
- C. Paradise Valley Site Ribbon-Cutting – today at 3:00 p.m.

### RECOMMENDATION

This agenda item is for information and discussion.